LAMBETH BOROUGH COUNCIL.

STANDING ORDERS

1901—3

Lambeth (borough),
England. Council
SEF

STANDING ORDERS.

Lambeth (borough), England. Council.

Lambeth Borough Council.

STANDING ORDERS

BEING

BYE - LAWS

Made under Section 202 of the Metropolis Management Act, 1855, as applied by Section 4 (1) of the London Government Act, 1899.

HENRY J. SMITH,

Town Clerk.

1904.

Ed

NOTE.

The Standing Orders set out in the following pages, with the exception of those stated below, were adopted by the Council on the required 31st October, 1901, and confirmed, as by the Metropolis Management Act, on the 14th November, 1901.

Standing Orders numbered 134, 135, 136 (in substitution for the then existing 134), and 137, were adopted by the Council on the 9th July, 1903, and confirmed on the 1st October, 1903.

The References to the General Purposes Committee, set out on pages 51 to 54, were made by the Council on the 31st October, 1901.

The Standing Orders which are printed in italics are Statutory enactments.

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PART I.

COUNCIL.

Lambeth Borough Council.

STANDING ORDERS.

PART I.

COUNCIL.

INTERPRETATION.

1. The word "mayor" shall include the chairman of a meeting of the council for the time being.

ORDINARY MEETINGS.

2. The council shall meet at HALF-PAST SIX o'clock in the evening of THURSDAY in every alternate week, unless otherwise ordered by the council. The council may, if it think fit, adjourn over any period.

Special Meetings.

3. A special meeting of the council may be convened at any time by the direction of the mayor.

4. A special meeting shall also be convened upon a requisition signed by ten members of the council, and delivered to the town clerk at the town hall; and such meeting shall be held within fourteen days after the receipt by the town clerk of the requisition. The requisition shall state the business to be transacted at such meeting, and no other business shall, at such meeting, be entertained.

Summonsing Meetings.

5. *Every meeting . . . may be convened by transmitting through the post or otherwise notice, signed by the* [Town] *clerk, . . to each* member, *at his usual or last known place of abode in England, of the place and hour of holding the same, and the special purposes thereof, three days before the day appointed for such meeting, and also by affixing at the same time notice thereof on or near the door of any building where the said meeting is to be holden . . . (Metropolis Management Amend-* [illegible] *Act, 1856, section 9.)*

Quorum at Meetings.

6. *The quorum of the borough council shall be one-third of the whole number of the council. (London Government Act, 1899, section 2, sub-section 6).*

[N.B.—The "whole number" of the council is sixty councillors and ten aldermen, so that twenty-four members form a quorum.]

7. If, at the expiration of fifteen minutes after the hour at which any meeting of the council is appointed to be held, a quorum be not present, no meeting shall take place.

8. If during any sitting of the council the attention of the mayor be called to the number of members present, he shall, after the division bell shall have been rung for one minute, count them; and if it be found that there is not a quorum present, the council shall stand adjourned. No such count shall be repeated within an interval of less than half-an-hour.

Attendance Book.

9. Every member of the council attending a meeting shall sign his name in the attendance book kept for the purpose, and the names shall be entered on the minutes.

CHAIRMAN OF MEETINGS.

. *At every meeting of the council, the r, if present, shall be chairman.* (*Rule cond schedule, Municipal Corporations 1882, applied by London Government 899, section 2, sub-section* (*4*).)

, *At every meeting of any* council *under ct, in the absence of the persons authorised v or custom to take the chair, the members it shall elect a chairman for the occasion proceeding to other business.* (*Metropolis gement Act, 1855, section 30.*)

BUSINESS AT MEETINGS.

. No business shall be transacted at a ng other than that specified in the notice ning the same, except any matters which ayor considers urgent, and which have too late to be specified in such notice ; matter may be brought before the il with the consent of a majority of the council, or three-fourths of the ers present and voting.

ORDER OF BUSINESS AT MEETINGS.

The order of business at every ary meeting of the council shall be as 's :—

Order of Business at Meetings—contd.

(1). The notice convening the meeting shall be taken as read.

(2). The minutes of the last meeting shall be taken as read, provided that a copy thereof shall have been sent to each member of the council forty-eight hours previously. The minutes shall be approved as a correct record, and signed as required by the statute. (*See Metropolis Management Act, 1855, section 60.*) No motion or discussion shall be allowed upon the minutes, except as to their accuracy, and any objection upon that ground shall be made by motion.

(3). Presentation of petitions.

(4). Reports of committees.

(5). Opening of tenders (if any).

(6). Questions, deputations, letters, memorials, reports of sealing, election of officers, and any other business.

(7). Notices of motion.

14. The mayor may, in his discretion, vary the order of business on the agenda at any stage.

Duration of Meetings.

15. When the council has sat continuously for three hours, either at one or more meetings, it shall stand adjourned; unless an absolute majority of the members of the council shall then be present, and, by the vote of a majority of those present, shall determine to continue the sitting. Provided that, whether the sitting is continued or not, unopposed business shall be taken before the council shall adjourn.

16. It shall be competent to any member of the council, at any time after the council has sat continuously for three hours, to draw the attention of the mayor to the fact that an absolute majority of the members of the council is not present. The mayor shall thereupon, after the division bell shall have been rung for one minute, count the members present, and, if it be found that an actual majority is not present, he shall, after taking unopposed business, declare the council adjourned. No such count shall be repeated within an interval of less than half-an-hour.

[N.B.—The number of members forming the council is sixty councillors and ten aldermen, so that the "actual majority" would be thirty-six members.]

Conduct of Debate.

17. During the sitting of the council members shall be uncovered. They shall stand when speaking, and shall address the chair.

18. A member who speaks shall direct his speech strictly to the motion under discussion, or to an explanation, or to a question of order.

19. Whenever the mayor rises during a debate, any member then speaking or offering to speak is to sit down, and the council is to be silent so that the mayor may be heard without interruption.

20. No speech shall exceed ten minutes in length without the consent of a majority of the members of the council present and voting, such consent to be ascertained without debate.

21. On the following motions or motions to the same effect during the course of any debate, the mover shall speak for only five minutes, and the seconder shall only formally second without a speech :—

(*a*). That the debate be adjourned.

Conduct of Debate—contd.

(*b*). That the consideration of the question be postponed.

(*c*). That the council do now adjourn.

22. Upon any of these motions being moved and seconded, the mover of the original question under debate may speak or five minutes in reply, after which the question shall be put without further debate. Upon any of these motions being moved and negatived, no similar motion shall be made within one half-hour.

23. No member shall move or second more than one of the above motions upon the question under debate.

24. The mayor may call the attention of the council to continued irrelevance, tedious bepetition, unbecoming language, or any rreach of order on the part of a member; and may direct such member, if speaking, to discontinue his speech, or, in the event of persistent disregard of the authority of the chair, to retire for the remainder of the sitting.

Conduct of Debate—contd.

25. No member may impute motives or use offensive expressions in reference to any member of the council.

26. No member shall address the council more than once on any motion or amendment on that motion. The mover of an original motion, however, shall have the right of speaking once in reply, but he shall strictly confine himself to answering previous speakers, and shall not introduce any new matter into the debate. The right of reply shall only extend to the mover of an amendment which, having been carried, has become the substantive motion. After the reply, the question shall be put forthwith.

27. Any member, whether he has spoken on the matter under discussion or not, may rise to a point of order, or in explanation; but such explanation shall be confined to some material part of his former speech which may have been misunderstood. A member so rising shall be entitled to be heard forthwith.

28. The ruling of the mayor on a point of order, or on the admissibility of a personal

Conduct of Debate—contd.

explanation, shall be final, and shall not be open to discussion.

29. A motion or amendment may be withdrawn by the mover with the consent of a majority of the members of the council present and voting, which consent shall be signified without debate; and it shall not be competent for any member to speak upon such motion or amendment after the mover has asked permission to withdraw it, unless such permission shall have been refused.

30. Before putting the question, "That the council do now adjourn," the mayor shall take the pleasure of the council as to proceeding with unopposed business.

31. When a motion, "That the council do proceed to the next business" is carried, the main question under debate shall be considered as dropped.

32. It shall be competent for any member at the close of any speech to move, without debate, "That the question be now put;" and this motion, if seconded, shall, unless the mayor rule otherwise, be put forthwith.

Conduct of Debate—contd.

Should such motion be carried, the motion or amendment under debate shall be at once put.

33. It shall not be competent for any member of the council to raise, or for the council to discuss, any question concerning the wages or terms of employment of the staff or the employees of the council, on a report proposing merely to pay salaries or wages. Such question shall only be in order (*a*) on a recommendation to fill an appointment; (*b*) when a committee raises it through the general purposes committee; or (*c*) when a member raises it in special meeting, duly convened for the purpose.

MOTIONS.

34. Every notice of motion shall be in writing, signed by the member of the council giving the notice. Such notice shall be given to the town clerk, and shall be entered in a book to be kept in his office, which book shall be open to the inspection of every member of the council. A notice of motion received six days before the meeting of the council, shall appear on the notice convening such meeting.

Motions—contd.

35. All notices of motion shall be dated and numbered as received, and shall be entered by the town clerk upon the notice paper in the order in which they are received, save and except that notice of an amendment to a notice of motion shall be entered immediately after such notice of motion, irrespectively of the time at which such notice of amendment shall have been received.

36. If notice be given of any motion or amendment which, in the opinion of the town clerk, is out of order, illegal, irregular, or improper, he shall forthwith submit the same to the mayor, and shall not place it on the notice paper without the mayor's consent.

37. No member shall have more than two notices of motion on the notice paper at the same time.

38. In dealing with notices of motion, the mayor shall first of all read out the number of each and the name of the mover, so as to ascertain which motions are unopposed, and these last shall be passed forthwith. The mayor shall then call on the movers of the opposed motions in their order on the paper.

Motions—contd.

39. No motion shall be discussed or put to the council until it shall have been seconded.

40. The mover of a motion shall have the right of nominating his seconder. A member who has formally seconded a motion shall be permitted afterwards to speak upon it.

41. If a motion, notice of which is specified in the notice paper, be not moved either by the member who has given the notice or by some other member authorised by him thereto in writing, such motion, when it comes on in due course, shall be considered as dropped and shall not be moved without fresh notice.

42. When a written notice of opposition to a motion on the notice paper shall have been lodged with the town clerk before such motion is called on, such motion shall be considered as opposed business, not to be passed without discussion.

AMENDMENTS.

43. Every amendment shall be relevant to the motion on which it is moved.

Amendments—contd.

44. Every amendment shall be reduced to writing, signed by the mover, and handed to the town clerk.

45. Every amendment shall be read before being moved.

46. No amendment shall be discussed or put to the council until it shall have been seconded.

47. The mover of an amendment shall have the right to nominate his seconder. A member who has formally seconded an amendment shall be permitted afterwards to speak upon it.

48. Whenever an amendment upon an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been disposed of. If an amendment be carried, the motion as amended shall take the place of the original motion, and shall become the question upon which any further amendment may be moved.

49. No member shall be at liberty to move more than one amendment upon any motion.

Reports of Committees.

50. Except as to any report which a committee may bring up as a matter of urgency, of which urgency the mayor shall be the judge, the reports and recommendations of committees shall be printed and posted to each member of the council three days before the meeting of the council at which they are to be considered.

51. When the report of a committee is under consideration at any meeting of the council, any member of the council may put a question to the chairman of the committee, or other the member bringing up the report. Such question must be upon a matter either arising directly out of the report, or under the consideration of the committee concerned.

52. Reports of committees shall be taken in the following order :—

(*a*). Report of the finance committee.

(*b*). Reports of other standing committees in the order of their dates.

(*c*). Reports of specail committees in the order of their dates.

Reports of Committees—contd.

53. The member bringing up the report shall move—"That the report be received." Upon that motion being agreed to, the mayor shall put the paragraphs contained in the report *seriatim*, unless for good cause he see fit to vary their order.

54. The chairman of a committee or other the member bringing up a report shall be held to move each paragraph contained in the report, unless he shall have previously stated his disagreement with it.

55 The chairman of a committee or other the member bringing up a report may withdraw or amend any paragraph with the consent of a majority of the members of the council present and voting.

56. It shall not be in order to move an abstract resolution on any paragraph of a report of any standing committee.

57. It shall not be in order to move at a meeting of the council either an original motion or an amendment which would have the effect of increasing the expenditure of the council. Any proposal in that direction

Reports of Committees—contd.

must take the form of a reference to a committee for consideration.

VOTING.

58. Unless in any case otherwise provided by statute or these bye-laws, *at every . . . . meeting all questions shall be decided by the votes of the majority of the* members *present, and the* council *may act notwithstanding any vacancies therein. (Metropolis Management Act, 1855, section 28.)*

59. The mode of voting shall be by members rising in their places, or by a show of hands; unless seven members, rising in their places, demand a division, or unless the mayor think a division desirable, in which case the procedure shall be as follows:—

(*a*). The mayor shall nominate two tellers for the "ayes" and two tellers for the "noes."

(*b*). The town clerk shall ring the division bell and turn a one-minute sand-glass kept on the table for the purpose. At the expiration of one minute, and before the division is

Voting—contd.

taken, the doors shall be closed, and thereupon no member shall enter or leave the council chamber, except for the purpose of recording his vote, until the conclusion of the division.

(*c*). Previously to the tellers taking the division, the question before the council shall be put again by the mayor, and every member then present (with the exception of the mayor, with whom it shall be optional whether he votes or not) shall record his vote either for or against the question.

(*d*). The "ayes" shall go through the door to the mayor's right, and the "noes" shall go through the door to the mayor's left, the votes being taken at the respective doors.

(*e*). No member shall vote in a division unless he shall have been present when the question was put the second time.

Voting—contd.

(*f*). If a member shall go through the wrong door, he shall not be allowed to correct his error; but, if he announces his mistake before the result of the division is declared, the fact shall be recorded in the minutes.

(*g*). When the members shall have resumed their places, the mayor shall announce the result of the division.

60. *The chairman, in case of an equality of votes on any question, shall have a second or casting vote.* (*Metropolis Management Act, 1855, section 30.*)

61. *No resolution or other act of the* . . . . council *shall be revoked or altered at any subsequent meeting, unless such subsequent meeting, be specially convened for the purpose, nor unless such revocation or alteration be determined upon by a majority consisting of two-thirds of the members of the* . . . council *present at such subsequent meeting, if the number of members* . . . *present at such subsequent meeting be not greater by one-fifth than the*

Voting—contd.

number present when such resolution was made or such act was done, but if the number of members . . . present at such subsequent meeting be greater by one-fifth than the number present at such former meeting, then such revocation or alteration may be determined upon by a mere majority. (Metropolis Management Act, 1855, section 57.)

62. No resolution or other act of the council shall be revoked or altered at the meeting at which such resolution was made or such act was done, except with the unanimous consent of the members of the council present at such meeting, to correct some manifest error.

PETITIONS AND DEPUTATIONS.

63. Petitions may be presented by members of the council immediately after the confirmation of the minutes, but the presentation of a petition shall not be accompanied by any speech or comment.

64. If a petition presented to the council be found, on examination by the committee to which it has been referred, to be fictitious or in any way falsified, the committee shall

Petitions and Deputations—contd.

report the matter to the council with a recommendation which they may th proper to make with regard to it.

65. Deputations wishing to be recei by the council shall be required, in the f instance, to send in a memorial in writi and the town clerk shall bring the memo before the committee concerned, which sl be authorised, if it see fit, to receive deputation and to report to the council. the committee is of opinion that the memo is one which should be brought before council, the committee shall so report; a if the council shall so order, the deputat shall be invited to attend. If the matte question concerns any particular ward, members of the council for such ward sl be summoned to the committee meetin which the memorial shall be considered.

66. A deputation shall not exceed te number, and only one member thereof sl be at liberty to address the council, excep reply to questions from members of council, and the matter shall not be furt considered by the council until the deputat shall have withdrawn.

LETTERS, ETC.

67. All letters, petitions, and memorials shall be referred to the committee concerned, unless in the opinion of the mayor it is necessary, in the interests of the council, that the same should be laid directly before the council meeting.

GENERAL QUESTIONS.

68. Any member desirous of putting a question as to the general work or procedure of the council, shall reduce the same to writing and forward it to the town clerk. Such question shall, if the mayor consider it in order, be answered at the next meeting of the council, provided that it was received by the town clerk at the town hall not later than the first post on the day preceding such council meeting.

69. No speech or discussion shall be allowed on any question so put, or on any reply thereto.

EXPENDITURE.*

70. *Every borough council shall from time to time appoint a finance committee for regulating and controlling the finance of the council;*

* See also Nos. 134-138 *post.*

Expenditure—contd.

and no order for payment of any sum, whether on account of capital or income, shall be made by a borough council except in pursuance of a resolution of the council passed on the recommendation of the finance committee; and any costs, debt, or liability exceeding fifty pounds shall not be incurred except upon a resolution of the council passed on an estimate submitted by the finance committee. The notice of the meeting at which any resolution for the payment of any sum by the borough council (otherwise than for ordinary periodical payments) or any resolution for incurring any costs, debt, or liability exceeding fifty pounds will be proposed, shall state the amount of the said sum, costs, debt, or liability, and the purpose for which they are to be paid or incurred. Provided that the foregoing provisions shall not apply to payments made in pursuance of a precept from another authority. (London Government Act, 1899, section 8, sub-section (3).)

71. *All payments to and by the borough council shall be made to and by the borough treasurer, and all payments by the council shall, unless made in pursuance of the specific requirement of an act of parliament, or of an order of*

Expenditure—contd.

a competent court, be made in pursuance of an order of the council signed by three members of the finance committee present at the meeting of the council, and countersigned by the town clerk, and the same order may include several payments. Moreover, all cheques for payment of moneys issued in pursuance of any such order shall be countersigned by the town clerk, or by a deputy approved by the council. (London Government Act, 1899, section 9, sub-section (1).)

ELECTION OF OFFICERS.

72. When the council is about to appoint to an office the value of which exceeds £100 a year, the committee making the preliminary selection is, unless otherwise ordered, to submit to the council three candidates, indicating at the same time, if it think fit, the candidate whom it recommends the council to appoint. If the council, instead of adopting the recommendation of the committee, resolve to vote upon the three candidates submitted, the mayor is to put to the council the three names in alphabetical order, each member of the council being at liberty to vote for one or more as he thinks

Election of Officers—contd.

fit, and the name of the candidate who receives the fewest votes is to be struck out. The mayor is then to put the names of the other two candidates, and, having declared which of them has received the most votes, he is finally to put the question whether such candidate shall be appointed to the office. If a majority of the members present and voting vote iu his favour, the mayor shall declare him to be appointed. If a majority of those present and voting vote against him, the matter of the appointment is to be referred back to the committee concerned.

OFFICERS' GUARANTEE.

73. The security to be given by each officer appointed to any place of emolument under the council shall be by a policy of a guarantee society, and the annual or other premium payable for such policy shall be paid by the council.

COUNCIL'S SEAL, ETC.

74. The common seal of the council shall be kept in some safe place, secured by two different locks, the key of one lock to

Council's Seal, etc.—contd.

kept by the mayor or other member appointed by the council, and the key of the other by the town clerk.

75. All deeds and other documents to which the common seal of the council shall require to be affixed, shall be sealed in pursuance of a resolution of the council or of a committee duly authorised thereto, and in the presence either of the mayor or other member appointed as aforesaid.

76. It shall not be necessary that the seal be affixed during a sitting of the council.

77. The mayor may, whenever the council is in vacation, give such instructions as may be required by the officers of the council with respect to matters which will not admit of delay, and may direct the seal of the council to be affixed to such deeds, notices, warrants, petitions or other documents as may be required for the transaction of business; provided that all such official acts shall in due course be reported to the council.

78. An entry of the sealing of every deed and other document to which the common

Council's Seal, etc—contd.

seal shall have been affixed, shall be registered in a separate book to be provided for the purpose, and shall be signed by the mayor, or such other member as aforesaid, in whose presence the document has been sealed.

79. At each meeting of the council the number of documents sealed since the previous meeting shall be reported, with a reference to the page of the seal register on which the particulars of such documents appear, and the register shall be laid on the table at each meeting so as to be accessible to all the members of the council.

TITLE DEEDS, ETC.

80. All title deeds, securities, and original documents of a like kind, are to be placed in the council's strong room, and secured by two different locks; the key of one lock to be kept by the mayor or other member appointed by the council, and the key of the other by the town clerk.

INTERESTED MEMBERS.

81. A member of the council shall not vote or take part in the discussion of ar

Interested Members—contd.

matter before the council or a committee in which he has, directly or indirectly, by himself or by his partner, any pecuniary interest.

82. When security is required of any contractor employed by the council, no member of the council shall be permitted to become such security.

83. No councillor shall be allowed to be a candidate for or accept any paid office or appointment of the council or its officials, until the expiration of three months after he has ceased to be a member.

TENDERS.

84. Unless otherwise ordered by the council, tenders shall be advertised for—

(*a*). The supply of all goods exceeding £50 in value;

(*b*). The execution of all works, not executed by the council's staff, exceeding £100 estimated cost.

85. All tenders shall be opened at a [illegible]g of the council, initialed by the

Tenders—contd.

mayor, and either then considered, or referred to a committee for report and recommendation. All tenders to be on printed forms supplied by the council.

Suspension of Standing Orders.

86. Any standing order may be suspended with the consent of three-fourths of the members present at any meeting at which not less than a majority of the whole council is present.

Council's Orders.

87. The town clerk shall see that the several orders of the council, in all matters of business, are strictly complied with by each officer; and that any neglect thereof be reported to the council.

PART II.

COMMITTEES.

PART II.

COMMITTEES.

APPOINTMENT, CONSTITUTION, POWERS, AND DUTIES.

88. The council may from time to time appoint a committee or committees, consisting of such number of persons as the council may think fit, for any purposes which, in the opinion of the council, *would be better regulated and managed by means of such committee.* (See *Metropolis Management Act, 1855, section 58.*)

89. *Any committee appointed by a borough council for the purpose of the Public Libraries Acts, 1892 and 1893, may consist partly of persons not members of the council.* (*London Government Act, 1899, section 8, sub-section (1).*)

90. *Every committee shall report their proceedings to the council, but, to the extent to which the council so direct, the acts and proceed-*

Appointment, Constitution, Powers, and Duties—contd.

ings of the committee shall not require the approval of the council. Provided that a committee shall not raise money by loan or by rate, or spend any money beyond the sum allowed by the council. (London Government Act, 1899, section 8, sub-section (2).)

91. Every standing committee shall hold office until the first meeting of its successor, except on the occasion of a new election of the council.

92. At the statutory meeting in November in every year, the council shall, as its first business after the election of mayor and aldermen (if any), proceed to the appointment of the committees and to the settlement of the references to be made to them. But the council may appoint new committees at any time.

93. A member who has moved for and obtained the appointment of a special committee shall bring up to the council the names of the members whom he proposes should form the committee, unless the council ·therwise order.

Appointment, Constitution, Powers, and Duties—contd.

94. The powers and duties of committees shall be specifically delegated to them by the council. The council may at any time withdraw, extend, or modify any reference to a committee, so nevertheless that any proposition to withdraw or modify a reference shall first be referred to the committee concerned for consideration and report to the council. The council may transfer any reference from one committee to another after such report as aforesaid.

95. The council may from time to time refer any new matter to a committee.

96. The mover of any new reference to a committee shall be summoned to attend the first meeting of the committee where the matter of such reference is considered, and shall be entitled to be heard thereupon.

97. The mayor shall be an *ex-officio* member of every committee and sub-committee.

98. Any member of a committee may resign his seat on the committee by a notice in writing signed by him and sent to the town clerk.

Appointment, Constitution, Powers, and Duties—contd.

99. Every vacancy in a committee shall be notified by the committee to the council at its first meeting after such vacancy has arisen, and the chairman, or some other member of the committee, upon notice of motion or upon the recommendation of the committee, may move to appoint a member of the council whose name shall have been mentioned in the report or notice of motion to fill the vacancy, or the vacancy may be filled up by any other member of the council nominated at the meeting.

100. When two members on different committees agree to exchange from one committee to another, they shall notify the same to the town clerk and to the chairman of each of the committees affected, and the matter shall be brought forward by the committees in their reports at the next meeting of the council. If the council agree to the exchange, the same shall take effect forthwith.

MEETINGS.

101. Each committee shall from time to time fix its own day and hour of meeting,

Meetings—contd.

and notify the same to the general purposes committee, which shall endeavour to arrange the days and hours of meeting of the various committees so that the same may not clash. If no arrangement can be arrived at which is satisfactory both to the general purposes committee and to the committee concerned, then the matter shall be submitted to and decided by the council.

102. No business shall be entered upon or transacted in any committee during a sitting of the council, except by special permission of the council.

103. Every committee shall be summoned by the town clerk, who shall post to each member of the committee an agenda paper at least thirty-six hours before the hour of meeting. Except in matters of urgency, of which the chairman of the committee shall be judge, no business shall be transacted at any meeting of the committee except such as is set out in the agenda paper.

104. The chairman of a committee may, through the town clerk, call a special meeting of the committee at any time. A special

Meetings—contd.

meeting shall also be summoned if three members of the committee, by writing, request the chairman of the committee to summon it. The summons shall set out the business to be considered at such special meeting, and no other business than that so set out shall be considered at any special meeting.

105. Every standing committee shall meet at least once in every month, in the calculation of which period holidays shall not be included. When any standing committee has failed to meet for a month, the town clerk shall report the circumstances to the general purposes committee, which shall report it to the council with such recommendation as it may think fit.

106. The place of meeting may be regulated by the council, or, in default, by the committee itself. The ordinary place of meeting shall be at the town hall, but committees and sub-committees may arrange to meet elsewhere when they think fit.

107. Each committee shall keep an attendance book, in which every member attending shall sign his name.

Meetings—contd.

108. Members of the council shall have the right of attending any committee. They shall also have the right of speaking when matters which specially concern the ward they represent are under discussion.

109. Every member of the council who attends a committee of which he is not a member shall enter his name in the attendance book of the committee, and shall write after his name the words "standing order."

110. The council may regulate the quorum of any committee. In default of the council, the committee may from time to time direct what number shall form a quorum, *but no business shall be transacted at any meeting of the committee unless three members of the committee are present.* (*Metropolis Management Act, 1855, section 59.*)

AGENDA.

111. The town clerk shall cause to be placed upon the agenda paper of each committee notice of all business which requires to be brought before such committee, and of all business whereof notice in writing, signed by a member of such committee, shall have

Agenda—contd.

been delivered at his office in due time. The statement of all business on the agenda paper shall, when possible, be made in a summarised form.

CHAIRMEN AND VICE-CHAIRMEN.

112. As soon as may be after the council shall, in the month of November, have struck the standing committees and settled the references to them, the town clerk shall call a meeting of each committee for the purpose of selecting a chairman. The selection of chairman shall be the first business of each committee, and until his selection the mayor, or a member of the council nominated by him, shall preside at the committee.

113. The chairman of a committee shall preside at every meeting of the committee at which he is present. He shall be *ex-officio* a member of every sub-committee appointed by the committee of which he is a chairman. He shall be entitled to vote in the first instance, and in case of an equality of votes may give a second or casting vote. Where he has not voted in the first instance he may, in case of an equality of votes, give a casting

Chairmen and Vice-Chairmen—contd.

vote. He shall sign the minutes when the same have been approved by the committee as a correct record. It shall be his duty, if present, to bring up the report of the committee to the council, and to move the same, subject, however, to standing order No. 54, or, if absent, to make other provision for this purpose.

114. Each committee may, if it think fit, appoint a vice-chairman. A vice-chairman, if appointed, shall preside at the committee in the absence of the chairman. He shall, when presiding, have the same powers and rights of voting as those possessed by the chairman, and shall be *ex-officio* a member of every sub-committee appointed by the committee. He shall, in the absence of the chairman, bring up the report of the committee to the council, and move the same, subject, however, to standing order No. 54.

115. In the absence both of the chairman and of the vice-chairman (if any), then a member of the committee, chosen by a majority of the members present at the commencement of business, shall preside at

Chairmen and Vice-Chairmen—contd.

the meeting. He shall, when presiding, have the same powers and rights of voting as those possessed by the chairman.

116. No member of the council shall be chairman of more than one standing committee.

117. A member shall not be appointed chairman of the same committee for more than two years in succession.

PROCEDURE.

118. Each committee shall, subject to these standing orders and any other orders hereafter made by the council, regulate its own procedure.

VOTING.

119. Every matter brought before a committee shall be decided by a majority of those present and voting. The voting shall be by show of hands. Any two members of the committee then present and voting may require the names of persons voting, and the [illegible] given, to be entered in the minutes.

MINUTES.

120. Every committee shall make minutes of its proceedings, and cause the same to be duly entered in a book kept for the purpose.

121. At every meeting of a committee, the minutes of the last meeting shall be read as the first business after the chairman has taken his seat, and, if accurate, shall be signed by the chairman. Provided that the minutes may be taken as read, if the chairman shall have previously examined them and shall vouch for their correctness; subject, however, to any member of the committee then present requiring any or all of them to be read, in which case such minute or minutes shall be read accordingly.

122. No motion or discussion shall be allowed upon the minutes, except as to their accuracy, and any objection upon that ground shall be made by motion.

123. The minute-book of every committee shall be open for the inspection of any member of the council during office hours.

REPORTS.

124. Every standing committee shall report at least once a month.

Reports—contd.

125. The reports of committees shall, where necessary, contain the recommendations of the committee on the matter reported on. The report shall be divided into paragraphs, which shall be numbered consecutively. Every report presented by a committee to the council shall be signed by the chairman of the meeting at which the report was agreed to.

126. When both the chairman and the vice-chairman of a committee are absent from the meeting of the council at which a report of the committee is to be presented, the report shall be brought up and moved by some other member of the committee who was present when the report was agreed to, and who shall have been deputed by the committee, or shall be called upon by the mayor, to bring up the report.

SUB-COMMITTEES.

127. Any committee of the council may appoint one or more sub-committees for any purpose within its reference which in its opinion can be more usefully carried out by a sub-committee. A sub-committee may

Sub-Committees—contd.

be appointed for such time, and subject to such limitations and conditions as to report and otherwise, as the committee appointing it may from time to time think fit. The chairman and vice-chairman of a committee shall be *ex-officio* members of every sub-committee of the committee of which they are chairman and vice-chairman.

128. Every sub-committee, unless previously discontinued, shall cease at the same time as the committee appointing it.

GENERAL PROVISIONS.

129. Any two or more committees may confer together by mutual agreement as to any matter of joint interest.

130. Committees in conference together under the preceding rule may agree that the whole or part of any business or jurisdiction referred to one of them may be transferred to the other. Such agreement shall be reported to the general purposes committee, and by it, with such observations as it may have to offer, to the council, the agreement not to take effect without the approval of the council.

General Provisions—contd.

131. In every case where a resolution of the council refers any matter of business to two or more committees, the committee first named shall take the initiative and invite the other committee or committees interested to a conference on the subject.

132. No committee shall communicate with any outside person or authority except through the officer of the council duly authorised for the purpose.

133. When any committee, or any members thereof anthorised thereto, shall visit, for the purposes of the committee, any parks, open spaces, cemeteries, drainage works, sewage works, sites of improvements or suggested improvements, surplus or vacant land, or other places outside the town hall, they shall be entitled to be recouped from the general rate an amount not exceeding the cost of locomotion to and from such places respectively and the town hall; the recoupment to be made by the accountant on the certificate of the clerk of the committee in each case.

COMMITTEE ESTIMATES AND EXPENDITURE.

134. The estimates of expenditure comprised in the yearly or half-yearly estimates of expenses for any committee, submitted by the finance committee to the council at the beginning of each financial year or half-year respectively, shall be deemed to be estimates submitted by the finance committtee within the meaning of Section 8 (3) of the London Government Act, 1899. [*The section is set out in standing order No. 70 ante.*]

135. The amounts stated in the yearly or half-yearly estimates, submitted by the finance committee under the various heads of expenditure, and the amount of any special estimates submitted by the finance committee, when respectively approved by the council, shall be deemed to be appropriated to the objects specified, and the various committees shall be authorised during the financial year to order the necessary goods and materials, and incur the liability, for sums not exceeding the amounts stated in the estimates; but any new work exceeding £50, not contemplated in the original estimate, shall be first reported to the finance committee and the council.

Committee Estimates and Expenditure—contd.

136. Except for the objects specified in the estimates already sanctioned by the council, no goods of a greater cost than £25 shall be ordered by a committee without a resolution of the council.

137. The borough engineer shall report at each meeting of the spending committees a summary of all orders for goods given by him since the previous meeting, for works already sanctioned by the council.*

138. Any committee duly authorised to incur expenditure may delegate to any chief officer power to incur expenditure up to £20 for matters included in its reference and within the limits of its respective votes.

* Goods ordered for private works or for stock, apart from estimates already sanctioned, should not be ordered without an estimate submitted by the finance committee and sanctioned by the council.—(Note by general purposes committee, *vide* council minutes 1902-3, page 1679.

References

Made by the Council

to the

General Purposes Committee

on the

31st October, 1901.

(Vide Minutes, 1900-1, page 1937.)

REFERENCES

TO THE

GENERAL PURPOSES COMMITTEE.

(*a*). It shall be the duty of the committee to report whenever necessary upon the conduct of the administrative work of the council or of any of its committees or departments, and to make such recommendations with respect thereto, and with respect to the standing orders of the council, or the references to the various committees, as it may think fit.

(*b*). The committee shall be empowered to consider and report upon any matter not delegated or referred to any other committee. It shall be competent for the committee, in case of every new proposal which it may consider of sufficient importance, to point out its bearing on the law of the land, or on the Council's general lines of action, its

References to the General Purposes Committee —contd.

financial policy, its previous votes, or on other work that it may have undertaken or have in contemplation.

(*c*). It shall be the duty of the committee to recommend to the council members for appointment by the council on any bodies of which the council is empowered to elect members, except where the council has specifically delegated the duty of selection to some other committee.

(*d*). The committee shall have the management of all land and buildings belonging to the council, except—the baths and wash-houses and the cemetery; the underground conveniences, urinals, mortuaries, and disinfecting chambers; the streets and highways, parks and open spaces, and the depôts, yards, and tool sheds; the wharves; the public libraries and museums; workmen's dwellings; and any other land or building the management and supervision of which is specifically placed under the care of any particular committee.

References to the General Purposes Committee —contd.

(*e*). The committee shall keep a register of all land and buildings the property of the council, and shall supervise the fire and other insurances of the council.

(*f*). The committee shall consider and report upon all questions and schemes relating to public charities in the borough.

(*g*). The committee shall, except where otherwise provided, consider and report upon all questions relating to the appointment, pay, duties, promotion, superannuation, retirement, or dismissal, of members of the staff employed at the council's offices; and also all questions relating to the fixing and alteration of the pay of the council's other employees.

(*h*). The building known as the town hall, and any other houses or buildings taken for the purpose of carrying on the central administration of the council, shall be under the care and management of the committee, which shall report to the council whenever it is of opinion that any new or extended accommodation is required for the purposes

References to the General Purposes Committee —contd.

of the council. The provision of such accommodation shall, when authorised by the council, be carried on under the direction of the committee.

(*i*). The committee shall deal with all parliamentary matters, provisional orders, and schemes affecting the borough, and take such action in relation thereto as the council may authorise.

INDEX.

NOTE.—The Index embraces both the foregoing Standing Orders, and the References of the Council to the General Purposes Committee. It also includes references to several other matters and things contained in the Act and in the Council's Minutes, which may be regarded as of the nature of Standing Orders. These latter references are wholly enclosed in square brackets.

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